INTEGRATED STATEWIDE INFORMATION SYSTEM
AGENCY IMPLEMENTATION GUIDE
FOR ISIS HR IMPLEMENTATION
TABLE OF CONTENTS

Chapter	Section	Title
1		**Introduction**
	1.1	Purpose of Agency Implementation Guide
	1.2	Agency Implementation Teams
	1.3	Maintaining the Agency Implementation Guide
	1.4	Project Contacts
	1.4.1	*Agency Project Representative Change Form*
2		**ISIS Support**
	2.1	Office of Statewide Information Systems (OSIS)
	2.1.1	*Introduction*
	2.1.2	*Pre-Implementation*
	2.1.3	*ISIS Help Desk*
	2.1.4	*Post Implementation*
	2.2	Change Management Policies and Procedures
3		**Civil Service Support**
4		**Agency Hardware Inventory**
	4.1	Assessment Results
	4.1.1	*Overview*
	4.1.2	*Purpose and Goals*
	4.1.3	*Approach to Agency Inventory*
	4.1.4	*Recommended Minimum Requirements*
	4.1.5	*Printing Requirements*
	4.1.6	*Hardware Acquisition and Installation Phase*
	4.1.7	*Software Installation Phase*
	4.1.8	*Agency System Test and Certification*
	4.1.9	*Budget-Cost Breakdown*
	4.1.10	*Conclusion*
5		**ISIS Human Resource System**
	5.1	ISIS HR System Features
	5.1.1	*Overview*
	5.1.2	*New System Capabilities*
	5.2	Organization Management
	5.2.1	*Organization Management*
	5.2.2	*Organizational Units*
	5.2.3	*Jobs*

INTEGRATED STATEWIDE INFORMATION SYSTEM
AGENCY IMPLEMENTATION GUIDE
FOR ISIS HR IMPLEMENTATION
TABLE OF CONTENTS

Chapter	Section	Title
	5.2.4	*Positions*
	5.3	Personnel Administration
	5.3.1	*General Explanation*
	5.3.2	*Integration of Organization Structure*
	5.3.3	*Conversion*
	5.3.4	*Data Maintenance*
	5.4	Benefits
	5.4.1	*Overview*
	5.4.2	*Retirement Benefit Options*
	5.4.3	*Plans Available or Administered by State Employees' Group Benefits*
	5.4.4	*Special Issues*
	5.4.4.1	Health Insurance Premiums for Employees on FMLA – LWOP
	5.4.4.2	Arrears
	5.4.4.3	Benefits Reporting
	5.4.5	*Conversion*
	5.5	Report Management
6		**Implementation Task Plan**
	6.1	Implementation Agent Task Plan
	6.1.1	*Overview*
	6.1.2	*Example Task Plan Scope*
	6.1.3	*Project Management*
	6.2	Agency Organizational Structure - *Task Assignment #1*
	6.3	Work Schedules - *Task Assignment #2*
	6.4	Premium Pay Types and Rules – *Task Assignment #3*
	6.5	Garnishments - *Task Assignment #*
7		**Data Conversion and Interfaces**
8		**Training**
	8.1	Training
	8.2	On Line Help Feature in ISIS HR
	8.3	On Line User's Guide
		Course Catalog
9		**Security**
10		**System Configuration**
	10.1	ISIS HR Hierarchy Listing
	10.2	Action/Infotype Group Mapping

INTEGRATED STATEWIDE INFORMATION SYSTEM
AGENCY IMPLEMENTATION GUIDE
FOR ISIS HR IMPLEMENTATION
TABLE OF CONTENTS

Chapter	Section	Title
Appendix A		*Agency Implementation Task Plan*
Appendix B		*Primary Agency Contact on ISIS Project Team*
Appendix C		*Glossary*
Appendix D		*Security Profiles*
Appendix E		*Reference Data*